

# Microsoft Excel for Beginners

A Step-by-Step Guide to Mastering the Basics

Practice Lesson 7

## Working with Tabs



# Microsoft Excel for Beginners

## Practice Lesson 7: Working with Tabs

	A	B	C	D	E	F	G	H	I
1									
2									
3		<b>Fred's Fish Market</b>							
4									
5		Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
6	<b>Year 1</b>	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$ 140,500	\$ 35,125	\$ 45,000	\$ 25,000
7	<b>Year 2</b>	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450	\$ 27,363		
8	<b>Year 3</b>	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750	\$ 124,800	\$ 31,200		
9	<b>Total</b>	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ 289,000	\$ 96,333		
10									
11									
12									
13									


### Step 1

Open the file you saved from  
Practice Lesson 6.



# Microsoft Excel for Beginners

## Practice Lesson 7: Working with Tabs



	A	B	C	D	E	F	G	H	I
1									
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29									
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31									

	Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$ 140,500	\$ 35,125	\$ 45,000	\$ 25,000
Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450	\$ 27,363		
Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750	\$ 124,800	\$ 31,200		
Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ 399,750	\$ 96,333		

**Step 2**

**Step 3**

Sheet1 Sheet2 Sheet3

### Step 2

Change the name of the "Sheet 1" tab to "North Region".

### Step 3

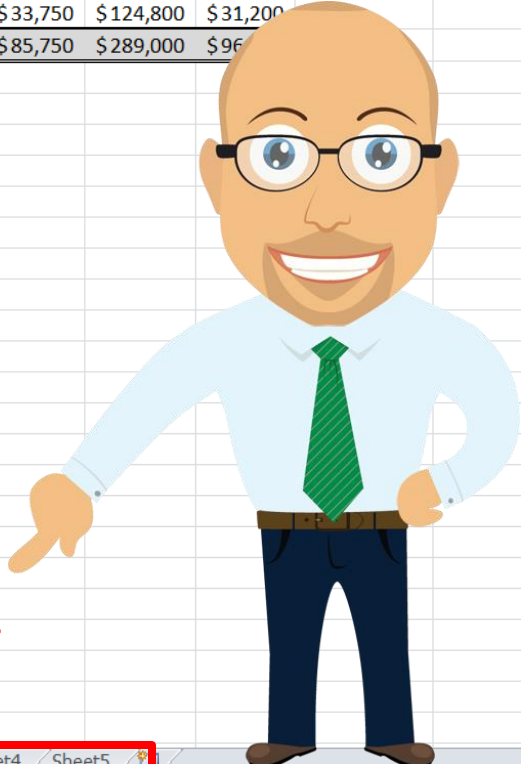
Add two more tabs to your project.



# Microsoft Excel for Beginners

## Practice Lesson 7: Working with Tabs

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$ 140,500	\$ 35,125	\$ 45,000	\$ 25,000
7	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450	\$ 27,363		
8	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750	\$ 124,800	\$ 31,200		
9	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,750	\$ 289,000	\$ 96		
10									
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31									

**Step 4**

↓

North Region Sheet2 Sheet3 Sheet4 Sheet5

### Step 4

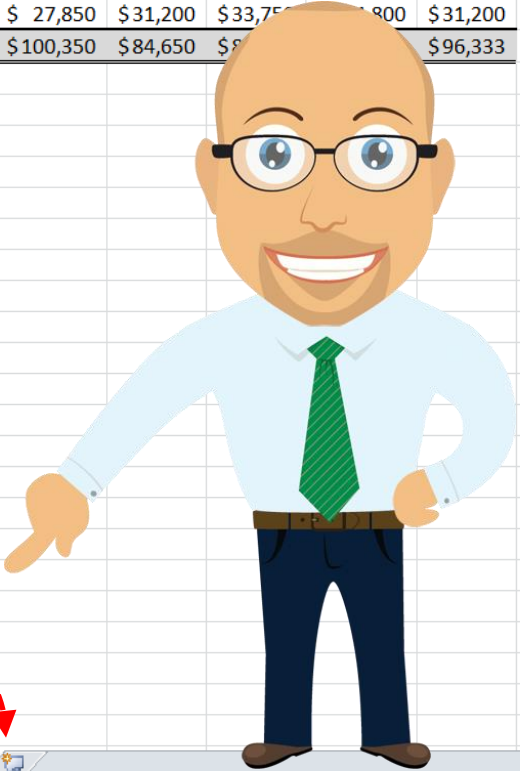
Delete all tabs except the “North Region” tab.



# Microsoft Excel for Beginners

## Practice Lesson 7: Working with Tabs

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6	Year 1	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$ 140,500	\$ 35,125	\$ 45,000	\$ 25,000
7	Year 2	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$ 109,450	\$ 27,363		
8	Year 3	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750	\$ 124,800	\$ 31,200		
9	Total	\$ 104,000	\$ 100,350	\$ 84,650	\$ 85,000	\$ 399,000	\$ 96,333		
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**Step 5**

North Region

### Step 5

Copy the “North Region” tab to create a new tab with the same data.



# Microsoft Excel for Beginners

## Practice Lesson 7: Working with Tabs


**Step 7**

**Fred's Fish Market**

	Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
<b>Year 1</b>	\$ 45,000	\$ 43,500	\$ 25,000	\$ 27,000	\$140,500	\$35,125	\$ 45,000	\$ 25,000
<b>Year 2</b>	\$ 27,000	\$ 29,000	\$ 28,450	\$ 25,000	\$109,450	\$27,363		
<b>Year 3</b>	\$ 32,000	\$ 27,850	\$ 31,200	\$ 33,750	\$124,800			
<b>Total</b>	\$104,000	\$100,350	\$84,650	\$85,750	\$289,750			

**Step 6**

North Region North Region (2)



### Step 6

Rename the new tab "South Region".


### Step 7

On the **South Region** tab, delete the numbers in the range (B6:E8).



# Microsoft Excel for Beginners

## Practice Lesson 7: Working with Tabs



	A	B	C	D	E	F	G	H	I
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27									
28									
29									
30									
31									

**Fred's Fish Market**

	Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
Year 1					\$ -	#DIV/0!	\$ -	\$ -
Year 2					\$ -	#DIV/0!		
Year 3						#DIV/0!		
Total	\$ -	\$ -	\$ -	\$ -		\$ -		

**Step 8** (North Region tab)

**Step 9** (South Region tab)

### Step 8

Change the color of the “North Region” tab to Blue.

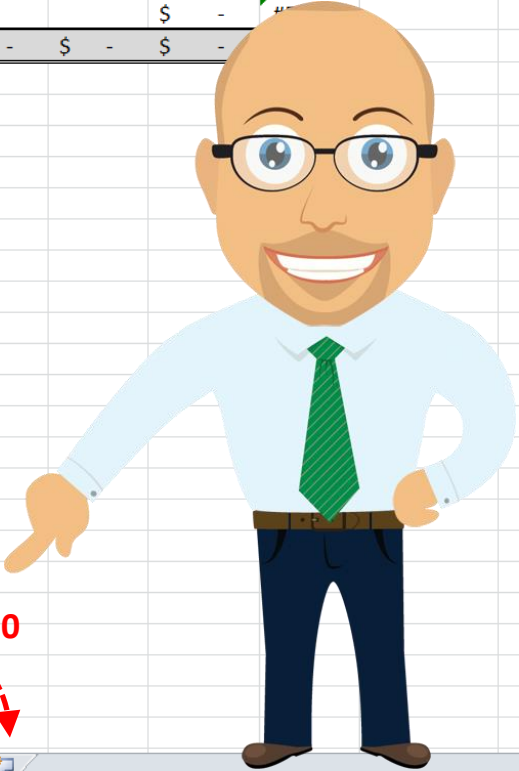
### Step 9

Change the color of the “South Region” tab to Green.



# Microsoft Excel for Beginners

## Practice Lesson 7: Working with Tabs



	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6	Year 1					\$ -	#DIV/0!	\$ -	\$ -
7	Year 2					\$ -	#DIV/0!		
8	Year 3					\$ -			
9	Total	\$ -	\$ -	\$ -	\$ -	\$ -			
10									
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12									
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31									

**Step 10**

North Region South Region

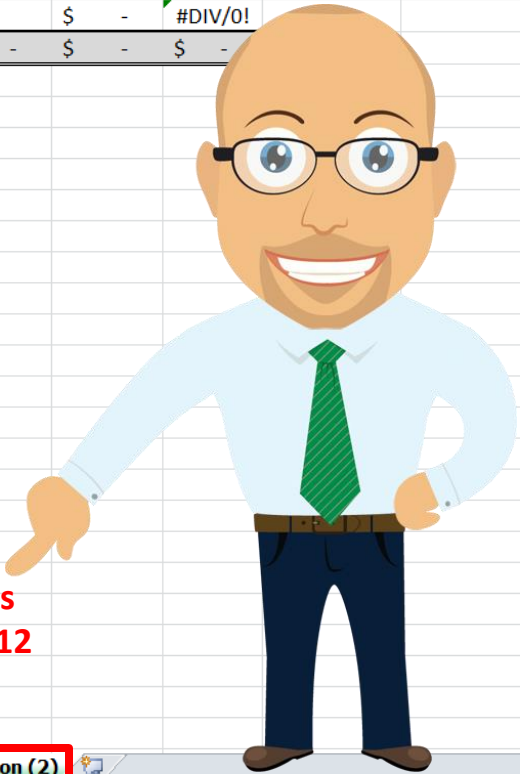
### Step 10

Copy the “South Region” tab to create a new tab with the same data.



# Microsoft Excel for Beginners

## Practice Lesson 7: Working with Tabs



	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
		Jan	Feb	Mar	Apr	Total	Average	Highest Sales	Lowest Sales
6	Year 1					\$ -	#DIV/0!	\$ -	\$ -
7	Year 2					\$ -	#DIV/0!		
8	Year 3					\$ -	#DIV/0!		
9	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
10									
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Steps 11 & 12

North Region South Region **South Region (2)**

### Step 11

Rename the new tab "East Region".

### Step 12

Change the color of the "East Region" tab to Red.

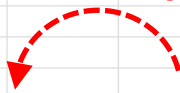


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## Practice Lesson 7: Working with Tabs

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5									
6	Year 1					\$ -	#DIV/0!	\$ -	\$ -
7	Year 2					\$ -	#DIV/0!		
8	Year 3					\$ -	#DIV/0!		
9	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
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Step 13



### Step 13

Move the “East Region” tab after the “North Region” tab.

### Step 14

Save your worksheet with the following name: **Practice Lesson 7**